



City of South Bend

Vacancy Announcement

Post Date: Thursday, September 10, 2015

Closing Date: Until Filled

### **FITNESS DESK ATTENDANT (PART TIME)**

**Category:** Part Time

**Department:** Parks

**Reports To:** Fitness Manager and Fitness Supervisor

**Schedule:** Up to 29 hours/week; Monday-Wednesday and Friday hours are required, Saturday and Sunday hours are negotiable, and schedule may vary based on departmental need.

**Mondays – 2 PM-9 PM**

**Tuesdays – 2 PM-5 PM**

**Wednesdays – 2 PM-9 PM**

**Fridays – 11 AM-5 PM or 3 PM-9 PM**

**Saturdays – 7 AM-1 PM or 12 PM-4 PM**

**Sundays – 9 AM-2 PM, every other week**

**Pay Rate:** \$8.83/hr. (Non-exempt)

**Position:** SUMMARY

Performs clerical and receptionist duties. Maintains operation of fitness center front desk. Assists general public with general facility information.

#### **SUPERVISION EXERCISED**

Responsible for overseeing office functions and supervision of staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assists customers and members over the phone and in person while maintaining customer service policies set by department.
- Assists with computer registration of customers for membership, activities, sales and renewals.
- Handles payments for services according to departmental policies.
- Assists with fitness facility membership development and public relations within the facility.
- Assists with the implementation of fitness center events, classes, programs, and projects.

#### **NON-ESSENTIAL DUTIES**

- Assumes additional responsibilities as requested.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

- High school diploma or equivalent education.
- One year clerical/receptionist experience with the ability to type 30 wpm.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of City or County government a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid driver's license required.

**EQUIPMENT**

Desktop and laptop computer, weights, telephone, calculator, copy machine, and fax machine.

**WORK ENVIRONMENT**

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire office is smoke free.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen required**

**Criminal background check required**